

2004

SELF-MANAGEMENT

YOU'VE GOT THE POWER

In this **FREE** four-hour course, you will learn the importance of taking the lead, even if you are not in charge. Self-Management gives you the **POWER** to take responsibility for your own professional development. "Self-Management - You've Got the Power" is based on the principles presented by Ken Blanchard in his Situational Leadership program. These concepts are key to developing your self-leadership abilities.

Why should you develop these abilities? Your capacity to learn new skills keeps you moving forward professionally. The more responsibility you take for your development and progress, the more successful you will be — and the more opportunities you will discover.

In this class you will learn to:

- recognize what motivates you.
- set SMART goals.
- use your "points of power" to overcome perceived roadblocks.
- identify the four development levels you reach when learning a new task.
- use proactive problem solving techniques.
- understand how to effectively open up two-way communication with your supervisor.

Course Title: Self-Management
Course Facilitators: Organizational Development
Audience: All DMB Employees

DATE	TIME	LOCATION
March 17, 2004	8:00 a.m. to 12:00 noon	Ottawa Building, Upper Parking Level, Conference Room 3
April 13, 2004	8:00 a.m. to 12:00 noon	Ottawa Building, Upper Parking Level, Conference Room 3
May 13, 2004	8:00 a.m. to 12:00 noon	Ottawa Building, Upper Parking Level, Conference Room 3
June 22, 2004	8:00 a.m. to 12:00 noon	Ottawa Building, Upper Parking Level, Conference Room 3
July 27, 2004	8:00 a.m. to 12:00 noon	Secondary Complex, General Office Building, Conf. Room B

Register for this course through your office training registration contact listed below.

Acquisition Services	Claudia Allen	517-373-8139	Financial Services	Tari Teremi	517-322-6262
Agency Services	Geneva Hawthorne	517-332-5871	Office of Facilities	Vivian Grinnell	517-241-4493
Director's Office	Patty Russ	517-373-6741	Organizational Services	Pam Nemanis	517-373-0219
Director's Office	Jeanette Doll	517-241-9248	Retirement Services	Ann Schneider	517-322-1334
Financial Services	Dorinda Dienhart	517-373-9219	Strategic Asset Mgt	Kris Garrison	517-241-4191

DEPARTMENT OF MANAGEMENT AND BUDGET
ORGANIZATIONAL SERVICES - ORGANIZATIONAL DEVELOPMENT DIVISION